

**RFQ NOTIFICATION SHEET**  
**Office of Contracts and Rate Setting**

State of Michigan  
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:	ITB Number
<b>\$103,668.00 or \$34,556.00 per year</b>	<b>DHS SFSC07-06001</b>

<p>Bid Description:</p> <p><b>Arenac- Resource Center Facilitator, 0-3 Coordination</b></p>
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Due Date For Response:
<b>7-26-06</b>

Contact Person Name:	Phone #:
<b>Kim Bejcek</b>	<b>(989) 846-5501</b>
E-Mail Address:	
<b>BejcekK@mich.gov</b>	

**REQUEST FOR QUOTE**  
Michigan Department of Human Services

Contract/RFQ Number: **SFSC 07-06001**

Bid Submission Due Date & Time: **7-26-06 at 2:00 p.m.**

Geographic Area to be Served: **Arenac**

Service Titles: **0-3 Coordination/Resource Center**

Anticipated Contract Begin and End Dates: **11/01/06-9/30/09**

Method of Reimbursement: **Yes** Actual Cost Unit Rate

Maximum Annual Contact Amount: **\$ 34,556.00** per year

Issuing Office: Department of Human Services **Arenac**

Contact Person: **Kim Bejcek, Interim Director/Contract Administrator**

Telephone #: **989-846-5501** Fax #: **989-846-4365**

Email Address: **BejcekK@michigan.gov**

Pre-proposal Conference: (Date, time, location) **none**  
(Please notify the contact person above if you plan on attending)

Bidder Questions Due Date & Time: **7-6-06 at 4 p.m.**

Submit 7 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

<b>Arenac</b>		
DHS Office		
<b>3709 Deep River Road</b>		
Street Address		
<b>Standish</b>	<b>MI</b>	<b>48658</b>
City	State	Zip

The bidder must submit all inquires regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS’ availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

For the first contract period, the annual dollar amount will be prorated for the remainder of the year.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder’s fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Contract Invalid	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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**BIDDER OVERVIEW**

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

## Description of Services for Bid

### I. CONTRACTOR RESPONSIBILITIES

#### A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: **Arenac**.

#### B. Location of Facilities

The Contractor shall provide services described herein in facilities located at:

**TBA**

**and in the homes of clients or other mutually agreed upon locations.**

#### C. Client Eligibility Criteria

1. Arenac County residents with children aged 0 to 3 (zero to three) years, who may be at risk of Abuse, Neglect, or Maltreatment.
2. Determination of Eligibility

The Contractor shall determine eligibility based upon the family statement of need, verified and documented.

#### D. Services to be Delivered

Service #1 of 2: (0-3) Zero to Three Coordination

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Secure all screening forms from hospitals and medical facilities serving Arenac County and determine if significant risk factors exist sufficient to warrant home visits and/or referral to other Arenac County human service agencies. Risk is defined as at risk of child abuse/neglect, out of home placement, developmental disabilities or delays, developing behavioral and or emotional problems, or poor school performance.

- b. Conduct home visits to complete an assessment of newborns and family eligibility for risk factors including but not limited to:
1. Infants with low birth weight.
  2. Post-partum depression for previous pregnancy.
  3. Infants living in single parent homes.
  4. Homeless and/or unsafe living conditions.
  5. Teenage parents.
  6. Parents with mental illness and/or a cognitive impairment.
  7. History of child abuse/neglect or domestic/family violence.
  8. Mother tests positive for drugs and/or alcohol.
  9. Baby tests positive for drugs and/or alcohol birth, or prenatally exposed to drugs and/or alcohol.

Home visits will be conducted to the homes of clients determined to have infants and/or children at risk within fifteen (15) calendar days from the date that the screening form was received from the medical facility.

- c. The 0-3 Coordinator position will have three roles: Project Coordinator, Family Assessment Worker, and Family Support Worker. Therefore, the position may be assumed by one or more individuals.

**PROJECT COORDINATOR**-Facilitate a partnership with area hospitals to secure screening summaries currently performed by OB staff. If no newborn screening system is in place, the coordinator will encourage hospital staff to explore screening options that seek to identify risk factors for newborns and their parents. Connect hospital staff with other OB departments who already utilize a screening process. Facilitate provision for a Community resource packet offered to all 'newborn families'. Facilitate provision for developmental newsletters offered to all families contacted through this project. The newsletter will focus on topics that include children's development and early education, family literacy, health and nutrition and parenting education.

**FAMILY ASSESSMENT WORKER**-Initiate an intake and referral process to connect families with community support. Use an assessment tool to systematically determine which service level best matches the needs of the family ranging from intensive home visitation services to minimal parenting support such as a developmental newsletter. Contact with the family by the coordinator or other 0-3 providers as determined by the project's referral structure, will take place within fifteen (15) calendar days after the coordinator receives the screening tool from the hospital or other agency. Offer services voluntarily and use positive outreach strategies.

FAMILY SUPPORT WORKER- Offer families who do not qualify for existing 0-3 services, an in-home parenting support program with defined criteria for decreasing services over time-minimum of 13 weeks. The home visit program will focus on supporting the family, promoting a healthy parent-child relationship and assuring healthy child development. An appropriate early education and parenting education curriculum will be utilized to support and preserve the family unit.

- c. Complete a written Individualized Family Service Plan including but not limited to:
  - 1. Family and infant/child identification.
  - 2. Medical facility screening documentation.
  - 3. Dates and types of contact with client and/or collateral contacts.
  - 4. Identified risk factors
  - 5. Assessment of family needs.
  - 6. Case goals and objectives.
  - 7. Referrals to Arenac County human service agencies.
  - 8. Recommendations/referrals to home visiting programs, infant mental health, existing resources or the need to develop individualized new programs.

The individualized Family Service Plan shall be completed and maintained on file in an individual family case record within thirty (30) calendar days from the initial date of contact with the family. Receipt of assessment of the hospital or other community agency. Quarterly updates will be completed every ninety (90) days from the date of the receipt of the assessment tool.

- d. Provide on-going 0-3 coordination services to families based upon the goals, objectives, and family needs identified in the Individualized Family Service Plan including but not limited to:
  - 1. On-going home visits, telephone calls and other contacts.
  - 2. Age-appropriate developmental screening referrals as indicated.
  - 3. Dissemination or parenting information via a quarterly newsletter.
  - 4. Referrals to appropriate community resources.
- e. Complete a written 0-3 Coordination Termination Summary Report for each family for who services are terminated including but not limited to:

1. Summary of dates of contact.
2. Reasons for case closure.
3. Recommendations.

The 0-3 Coordination Termination Summary Report shall be completed and maintained on file within thirty (30) calendar days of the effective date of case closure.

- f. Immediately report any conditions or behaviors which are a current or potential danger to infants and/or children to the Arenac County Department of Human Services.

## 2. Volume of Service

Clients - The estimated number of eligible families to be served during the period of this Agreement shall be: **70 per year**

3. Unit Definition(s): One unit equals one hour of direct face to face contact with an eligible family.
4. Units: The estimated number of units of service to be provided per term of Agreement shall : **70 per year**

## E. Evaluation Reporting Requirements

The Contractor shall submit to the DHS monthly reports that indicate the status and effectiveness of activities performed under this Agreement as indicated:

1. Prepare and submit written narrative reports to the Strong Family Safe Children and Multiple Purpose Collaborative Body with statistical information relevant to the numbers of clients served and the types of services provided.
2. The reports shall be submitted on a monthly, quarterly, and annual basis. The monthly report shall be submitted within ten (10) days of the end of each monthly period. The quarterly report shall be submitted within ten (10) days of the end of each quarterly period. A final report specifying cumulative annual activities shall be submitted within ten (10) days of the end of the contract period.

Quarterly period are defined as October to December, January to March, April to June , and July to September.

Service #2 of 2 : Resource Center



1. Activities the Contractor shall perform:

The Contractor shall:

- a. Employ a Resource Center Facilitator who shall possess:
  1. Minimum of High School Diploma with two years experience in a Human Service field.
  2. The ability to work flexible hours that include some evenings and weekends.
- b. Assist individuals/families in identifying appropriate human resource services to meet their needs.
- c. Provide information and referral services for the purpose of linking individuals and families who are in need of basic resources, with appropriate community resources and social services.
- d. Keep records of names of families requesting service at Resource Center, the service the family was referred to, and whether the need of the family was met. Data should be kept on needs that are unable to be filled by contractor.
- e. Operate the resource center a minimum of (7.5) seven and a half hours per day, (1) one day per week.
- f. Maintain at the Center, a Human Resources Directory including a collection of data on county agency programs.
- g. Identify neighborhood needs and gaps in community resources.
- h. Collect, expand, and maintain individual and family-focused resource materials for distribution to children and families at no cost. This should include as many brochures as possible regarding services to which families are being referred.
- i. Provide assistance to individuals and families in using the materials, and programs to enhance family stability, employability, and parent-child relationships.
- j. Provide referrals to agencies and services based on specified client needs using the Human Resource Directory and other materials.
- k. Prepare a quarterly newsletter that provides information on center hours, services that are provided, and upcoming events. This

newsletter will be distributed to the local DHS, local schools, local food pantries, and others in the community.

- I. Maintain records on the use of the Resource Center that includes:
  1. number of clients served
  2. hours of operation
  3. records of any printed materials including calendars, newsletters, inc.
  4. documentation of events, meetings, or discussion groups

2. Volume of Service

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: **336 per year**

3. Unit Definition(s): One unit equals one face to face contact with an eligible family requesting referral services or material goods/education through the resource center, who did not receive services through 0-3 coordination.

E. Evaluation Reporting Requirements

The Contractor shall submit to the DHS monthly reports that indicate the status and effectiveness of activities performed under this Agreement as indicated:

1. Prepare and submit written narrative reports to the Strong Family Safe Children and Human Services Coordinating Council with statistical information relevant to the numbers of clients served and the types of services provided.
2. The reports shall be submitted on a monthly, quarterly, and annual basis. The monthly report shall be submitted within ten (10) days of the end of each monthly period. The quarterly report shall be submitted within ten (10) days of the end of each quarterly period. A final report specifying cumulative annual activities shall be submitted within ten (10) days of the end of the contract period.

Quarterly period are defined as October to December, January to March, April to June , and July to September.

## REQUEST FOR QUOTE - RATING CRITERIA

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

### **I. Bidder's Experience/Qualifications**

(Maximum points 30)

#### **A. Agency**

1. Has bidder ever performed similar services for DHS or another purchaser?

Considerations:

- . How recently were services provided and for what duration?

2. To what degree is experience with other similar services relevant to the service(s) being bid?

#### **B. Staff**

1. Do the position descriptions for direct services staff persons require experience in this or related services?

Considerations:

- . Length of experience
- . Similarity of experience to services to be required

b

2. Do the staff for whom resumes are provided demonstrate the appropriate level of capability for providing identified services?
3. Do the bidder have a procedure in place for screening staff for prior criminal activity?

#### **C. Education**

1. Are educational requirements appropriate for each of the following types of staff?
  - . Length of experience
  - . Direct Service

## **D. Performance**

1. If this or similar services were provided to DHS previously:
  - . Were the terms of the agreement fulfilled satisfactorily?
  - . Was DHS satisfied with the quality of services provided?
  - . If not, did the bidder submit and implement appropriately corrective action plan?
2. If these or similar services were provided to other purchasers:
  - . Were the purchasers satisfied with the services provided?
  - . Were the services monitored by the purchasing agency?
  - . If yes, were monitoring reports satisfactory?

## **II. Program Implementation (Work Plan)**

(Maximum points 25)

### **A. Service Delivery**

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program?
2. Does the bidder demonstrate ability to provide services to a diverse client population?
4. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
5. Is the bidder assessment process relevant for program eligibility and intent
  - . Strength based; solution focused
  - . Client centered
  - . Timely after referral
6. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?
7. Does the bidder demonstrate the ability to coordinate services with other agencies for clients served by multiple systems?

**B. Staffing**

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does the bidder have an acceptable turnover rate for direct care staff?
3. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

**C. Support Activities**

1. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?

**III. Outcomes**

(Maximum points 10)

- A. Were behavioral outcomes of services provided to DHS or other purchasers satisfactory?
- B. Was the bidder able to demonstrate ability to establish and achieve outcome goals?
- C. Were behavioral outcome goals that were established for the services appropriate?
- D. To what degree were outcome goals achieved? For what percentage of population served were goals achieved? What percentage of goals was achieved?

**IV. Fiscal Resource Allocation**

(Maximum points 25)

- A. Are the number of direct-service staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?

- B. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.
- C. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- D. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?
- E. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?
- F. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

**V. Availability/Accessibility**

(Maximum points 10)

- A. Does bid response adequately describe how bidder will identify the client population?
- B. Does the bid response adequately describe how bidder will provide outreach services?
- C. Does the bidder make adequate provision for client transportation needs?
- D. Are the bidder's facilities and services easily accessible to clients with disabilities?

**Price Competition**

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

## REQUEST FOR QUOTE POLICY

### General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

#### 1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

#### 2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### 3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

#### 4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

#### 5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).



13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
  - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
  - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
  - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
  - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
  - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

## BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

### To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
  - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
  3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
  - The bid response should be paginated, except for attachments
  - Font size should be 12 or larger
  - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

## BIDDER RESPONSE SECTION

1. Bidder Name: \_\_\_\_\_

2. Bidder Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Bidder E-mail Address: \_\_\_\_\_

Bidder Fax Number: \_\_\_\_\_

3. Bidder Mail Code: \_\_\_\_\_ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

\_\_\_\_\_ private, non-profit    \_\_\_\_\_ private, proprietary    \_\_\_\_\_ public    \_\_\_\_\_ university

5. Bidder's fiscal year begin date: \_\_\_\_\_ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

\_\_\_\_\_  
Signature of Organization  
President or Director

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Typed Name of Organization  
President or Director

\_\_\_\_\_  
(Date)

## **A. Bidder Experience/Qualifications**

Provide the following information:

1. Length of time providing this or similar services
2. List all contracts with DHS that have been in place within the past 5 years.
3. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
  - Brief description of service provided;
  - Recipient of service;
  - Dates of service provision;
  - Describe the degree of similarity between related services the bidder has provided and the services being bid;
  - Name and telephone number of a contact person for each individual or agency for whom service was provided.
4. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
  - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
  - Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
  - For each position, list the number of hours and the number of weeks to be committed to the services being bid.
  - Provide the procedure for screening staff for prior criminal activity
5. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please

make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

**B. Work Plan (Program Implementation)**

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs and strengths of the client population and how that will impact on service delivery.
2. Prepare a description of the way in which service would be provided to a client.
  - a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart).
3. For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service. Indicate the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.
4. **Supervision**  
  
Describe when and how staff will be supervised.
5. **Staff Allocation**  
  
Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.
6. Explain how client will participate in identifying of needs and decision-making
7. How will the bidder interact with other agencies involved with the client's plan of treatment?
  - . Court
  - . DHS
  - . Other Agencies

**C. Achievement of Outcomes**

1. Specify the number of clients expected to achieve the desired outcomes.

2. Identify anticipated outcomes for the services to be provided.
3. What percentage of outcomes will be achieved for clients served?

**D. Availability**

1. Specify normal hours of business.
2. Identify each location where services will be provided. Include the street address, city, and zip code for all locations.
3. Access to public transportation.
4. Outreach  
Indicate ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description. Ability to respond to crisis situations.

## **E. Budget Completion**

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) ([http://www.michigan.gov/documents/CM-468ex\\_15681\\_7.xlt](http://www.michigan.gov/documents/CM-468ex_15681_7.xlt)) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

## **F. Budget Narrative**

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

**BIDDER NAME:**

**PRICE QUOTATION**

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1:

Unit Definition:

a. Price per unit of service: \$\_\_\_\_\_/unit

Service #2 (if applicable):

Unit Definition:

a. Price per unit of service: \$\_\_\_\_\_/unit

Service #3 (if applicable):

Unit Definition:

a. Price per unit of service: \$\_\_\_\_\_/unit

Service #4 (if applicable):

Unit Definition:

a. Price per unit of service: \$\_\_\_\_\_/unit

Bidder: Submit this form in a separate envelope with the budget.



**BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS**

Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
<b>**MANAGERIAL/ SUPERVISORY</b>					
<b>DIRECT SERVICE</b>					
<b>SUPPORT STAFF</b>					

\* Please provide information on staffing only for services to be provided for the request for quote/contract.

\*\*Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

## RESOURCE GRID

### MICHIGAN DEPARTMENT OF HUMAN SERVICES

\* Do not include dollar amounts.

\*\* List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

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